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Office of Training (General)

The Office of Training (General) is responsible for all training courses and training programs, both within the Agency and at selected external facilities, except those for training personnel of the covert offices of the Agency in the principles and techniques of clandestine operations, as well as specialized training in the various fields of covert intelligence and clandestine warfare activities. The training courses and training programs of TR(G) include orientation and briefing, basic and advanced language training, area training, combined area and language training, training in technological, industrial and other substantive fields, executive and administrative training, management and supervisory training, clerical training, and training in reading improvement. With the exceptions noted, the training concept of TR(G) includes training for all categories of personnel within the Agency and for all activities within the Agency; it encompasses the use of all facilities internal or external at home or abroad that may be required to meet the training requirements of the Agency and to improve the capacity of personnel to serve the Agency.

Intelligence Training Division

The Intelligence Training Division plans, conducts and supervises training programs designed to impart knowledge and skills and to provide training in the theory, principles, methods and techniques of national strategic intelligence at basic and intermediate levels for junior and senior professional personnel of the Agency. It is responsible for developing plans to conduct advanced level training for senior professional personnel. These programs are conducted to meet general requirements for professional training as well as specific requirements of individual Offices within the Agency. This division is responsible for the conduct of an unclassified training program for provisionally-cleared professional personnel (UTG/A). It operates a Reading Improvement Laboratory for the purpose of increasing the reading speed and reading comprehension of Agency personnel.

Junior Officer Training Division

The Junior Officer Training Division participates in the selection and recruitment for and administers a long range program of training, placement and rotation of a select group of Agency personnel in the Junior Officer Training program. It administers and supervises a program for the placement of selected professional personnel without prior military service in the Armed Forces for intensive active-duty military training and subsequent return to the Agency. It administers a program for the participation of civilian personnel in the training programs established and conducted by the Department of Defense.

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Language Services Division

The Language Services Division plans, arranges for, conducts and supervises, as appropriate language instruction to meet the requirements of the Agency for language training. It conducts classes in several major languages and operates within the Agency an audio-visual language laboratory to provide drill and instruction for Agency personnel requiring basic or advanced language skills. It develops and provides training aids, materials and devices for these purposes and provides guidance to Agency personnel for maintaining or increasing previously acquired language skill. It develops external language training programs for Agency personnel at suitable governmental and non-governmental institutions. It maintains liaison with the operating Offices of the Agency.

Management Training Division

The Management Training Division plans, conducts, and supervises training programs designed to provide management training for executives, administrators, and supervisors and clerical training for fully-cleared clerical personnel. It maintains continuous and effective working relations with the operating, administrative, and service Offices of the Agency.

Orientation and Briefing Division

The Orientation and Briefing Division plans, prepares and presents briefings, lectures, indoctrination courses, and orientation programs dealing with national intelligence activities, the mission and functions of CIA and its place in the national intelligence community, and the functions of the organizational components of CIA. It makes presentations not only to entrance-on-duty and on-duty personnel in CIA, but also to selected governmental officials, foreign officials and private citizens when such presentations are adjudged to be in the national interest. It arranges for and administers a program for the briefing of armed forces attaches by CIA.

Programs Division

The Programs Division plans, arranges for and conducts, as appropriate, programs to provide intensive training in area or area combined with language, and training in technological, industrial or other substantive fields as may be necessary to meet specialized professional training requirements of the Agency. These programs may utilize Agency training facilities, or those of other Government agencies or private institutions, U.S. or foreign.

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Plans and Policy Staff

The Plans and Policy Staff ascertains the long-range training requirements of the Agency, (except those for training in the principles and techniques of covert operations), and develops training policies, plans, standards and programs to meet these requirements. It prepares and recommends solutions to both planning and operational problems of the Director of Training and Deputy Director of Training (General). It sits as a member of the Director of Training's Policy Board and provides the Secretariat for the Board. It develops organizational plans for the Office of Training (General) and makes recommendations regarding modifications of the mission and functions of the various components of OTR(G). It conducts and maintains continuing liaison with the operating divisions of the Office of Training (General). It functions as the coordinating center of OTR(G) in liaison with the operating Offices of the Agency. It maintains liaison with other Governmental and non-Governmental institutions of potential support to Agency training programs.